

DETERMINATION AND FINDINGS
for
Specific Microsoft Products in the Common Operating Environment
S-80-04-01

This standardization determination and findings (D&F) (FAR 1.703) is applicable for desktop, server, and network applications throughout the Common Operating Environment (COE) in the U.S. Department of Transportation (DOT).

Findings

Each year DOT spends a large portion of its Information Technology (IT) budget on desktop computers, servers, associated software, network devices, maintenance, training and support services. The Office of the Chief Information Officer (OCIO) is responsible for assisting the Secretary in managing all DOT IT investments under the Clinger Cohen Act and the Office of Management and Budget (OMB) guidelines. Pursuant to the Clinger Cohen Act, the CIO is actively involved in reviewing all IT investments to identify areas of potential savings which could be realized through enhanced effectiveness and efficiencies in information system cost sharing, elimination of redundant systems, and economy of scale in IT acquisitions.

In late 1999, DOT re-evaluated the approach to modernize the office automation systems throughout DOT. OCIO polled the Operating Administrations (OA) to determine the current needs and established a team tasked with reviewing commercial products in the marketplace, exploring the features of those products to determine which would work best in, and across, the DOT environment. Initial analysis determined that there was an opportunity to enhance efficiencies through a suite of office software that would offer considerable utility and commonality across all of DOT.

While the study was not an acquisition process itself, it was designed to look for the best value for DOT given all the technological solutions, best practices, and the DOT IT investments at the time. It was designed to identify commercial products that would likely be available for purchase from numerous sources to ensure competition. The team looked at all possible solutions considering both technical and cost issues. Factored into the review were such costs as desktop and server hardware and maintenance; server-based software integration; end user and help desk training; and system administration. The team acknowledged that while there were other solutions available, the Microsoft-based desktop and server solutions would better serve the particular needs of DOT. It was agreed to keep the status quo since the Microsoft suite was already serving the particular needs of DOT and were embedded throughout the majority of the OA's, as well as the Office of the Secretary.

In 2004, the OCIO and the DOT IT community re-examined the use of the Microsoft desktop and server solution and has concluded that the approach remains sound and consistent with OMB directives regarding Enterprise Architecture. In re-examining the use of Microsoft, the following issues were taken into consideration: the wide usage throughout the OA's, the financial investment to date throughout DOT, the preponderance of the workforce familiarity with the Microsoft Office suite, limited additional training needed, the associated help desk support services and the costs associated with other hardware, training, integration and migration. In addition, interoperability and operational efficiencies are necessary considering a planned move to a new building in 2006. As a result, the OCIO is recommending that DOT standardize on the Microsoft operating system and applicable applications. The approach of standardization will help all CIO's throughout the department to identify collaboration opportunities within their OA, as well as inter-agency collaboration throughout DOT.

The Microsoft environment offers a unique combination of operating system stability, flexibility and maintainability. Microsoft operating systems, desktop and server applications are proven products which provide the toolset that meets the current needs of the preponderance of DOT users for office desktop computing capability (e.g., spreadsheet, project manager, email, word processing, desktop management (et. al). All of the attached Microsoft products can be obtained from numerous sources of supply including small businesses and through the General Services Administration schedule.

Determination

Based upon these findings, we hereby determine that it is in the best interest of the Government for DOT to standardize on the attached list of Microsoft software products for a period of 5 years from the date of approval. Prior to the expiration of this standardization D&F, the OCIO will reexamine the DOT functional requirements to determine if these products continue to meet the agency's needs. In addition, the Architecture Review Board (ARB) may at any time determine that these products no longer meet the agency's needs based upon changes in the IT environment and recommend the revocation of this D&F.

This determination serves as justification for any DOT contracting officer or other authorized buyer to purchase the standard products covered by this D&F, but does not relieve them of meeting applicable Federal Acquisition Regulation requirements for competition in making those purchases.

Since it has been determined that the standardization of these products and services is beneficial to the Government, it is further agreed that DOT has the ability to save additional funds through savings associated with a consolidated acquisition for the products and services. The Enterprise Architecture Project Management Office will coordinate an analysis of the current state of the Microsoft products existing within each OA and work with acquisition community to determine if it is appropriate to award a DOT enterprise contract or vehicle.

Waivers

Waivers from using the attached Microsoft standard products will be reviewed and considered for approval by the DOT ARB.

Attachments**Certifying Officials:**
Architectural Review Board Co-chair
Architectural Review Board Co-chair
DOT Chief Technology Officer**Approving Official:**
DOT Senior Procurement Executive

5/13/2004
Date